

July 6, 2005

WEST VIRGINIA BULLETIN NO: WV330-5-3

SUBJECT: MGT-Performance Results System (PRS) Local Contributions & Cultural
Resources Data Entries for FY 2005

Purpose: To provide information on reporting data entries for FY 2005 Local Contributions
& Cultural Resources in the Performance Results System (PRS)

Expiration Date: September 30, 2005

ACTION REQUESTED BY: August 19, 2005

Following is information and instructions regarding the Performance Results System (PRS) for reporting Local Contributions and Cultural Resources for each field office.

To access "My.NRCS", employees can log in at: <http://my.nrcs.usda.gov/> by using their WebCAAF User ID and Password.

Once an employee is logged into the "My.NRCS" web site, they can access the new PRS information by clicking on the Field Tools tab at the top of the page, then clicking on "Performance", this will bring up links to:


1. [PRS2005 Getting Started Manual \(updated 5/10/2005\)](#)
2. [FY 2005-2006 Field, State, and National Performance Business Definitions, Updated 5-4-2005\)](#)

All NRCS field employees should download and read the Getting Started Manual and the Performance Business Definitions.

After review of the above information please update the following by clicking on the data entry tab at the top of the page:

Local Contributions

Please provide data for Conservation Districts, County Commissions, Cities, and other local contributions in the PRS report system using the following steps. *State & Federal Contributions will be collected and entered by the Operations Section.*


1. Select the Data Entry Menu
2. Click Statewide Contributions to NRCS Conservation Programs.
3. Enter the Service Date in MM/DD/YYYY format by selecting it from the calendar 
4. Select National Conservation Program from the drop-down list.


5. Select the State from the drop-down list.
6. For each of the funding sources, enter the dollar value of the Financial Assistance, Technical Assistance, or Fair Market Value of Equipment or Materials.
7. Click Submit.


Note: You can locate submitted records through View Prior Entries.

County Contributions to NRCS Programs

Service Details


Service Date: 1/27/2005 

National Program: CTA-GENRL 

County: WORTH, IA 



Enter County Contributions to NRCS Programs

County Contributions to NRCS Programs	Financial Assistance	Technical Assistance	Fair Market Value of Equipment
Federal Government	<input type="text"/>	<input type="text"/>	<input type="text"/>
Tribal Government	<input type="text"/>	<input type="text"/>	<input type="text"/>
State Government	<input type="text"/>	<input type="text"/>	<input type="text"/>
Local Government	<input type="text"/>	<input type="text"/>	<input type="text"/>
Soil and Water Cons District	<input type="text"/>	<input type="text"/>	<input type="text"/>
Non Government Organization	<input type="text"/>	<input type="text"/>	<input type="text"/>
Other	<input type="text"/>	<input type="text"/>	<input type="text"/>



Cultural Resources

Please provide data for Cultural Resources in the PRS report system using the following steps.

1. Select the Data Entry menu.
2. Click Cultural Resources.
3. Enter the service date using the calendar 
4. Select Tribe(s), if any, by highlighting tribe name(s) in left-hand column.
5. Click the  button to transfer tribe names to selected list.
5. Select the Cultural Resource Treatment Type from the drop-down list.
6. Select the National Program from the drop-down list.
7. Select the County drop-down list. Choose the county in which the resource exists. If the resource includes multiple counties, choose the county in which the resource is predominantly located.

8. Enter the number and acres for:

- Undertakings Reviewed
- Field Investigations Conducted
- Sites Identified
- Sites Treated

10. Click Submit.

Cultural Resources

Service Details

Service Date: 5/10/2005

Tribe: See & Fox Tribe of the Mississippi in Iowa

Cult Res Treatment Type: No Treatment Type

National Program: CTA-GENRL

Agency Affiliation:
☐ Conservation District
☒ NRCS
☐ Other
☐ R/C and B Council
☐ State Agency
☐ TSP

County: WORTH, IA

Enter Cultural Resources

All Fields Required, Enter Zero if no data	Numbers	Acres
Undertakings Reviewed		
Undertakings Reviewed that have the Potential to Effect Cultural Resources		
Field Investigations Conducted		
Sites Identified		
Sites Treated (requires treatment type)		

Submit

If you have questions or need additional information, please contact Bill O'Donnell, ASTC-Operations as (304) 284-7543 or Peg Reese, SC, at 304-284-7547.

/s/ William P. O'Donnell, Acting for

RONALD L. HILLARD
State Conservationist

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